



New Hampshire Public Utilities Commission
21 S. Fruit St. Suite 10
Concord, NH 03301-2429
603-271-2431

For PUC use only:

App. #

Date Received

**STEP 1 INCENTIVE PRE-APPROVAL APPLICATION
FOR CATEGORY 2 C&I SOLAR PROJECTS
GREATER THAN 100 KW AC AND LESS THAN OR EQUAL TO 500 KW AC**

Please submit the completed application and attachments to:

Sustainable Energy Division, New Hampshire Public Utilities Commission, 21 S. Fruit St., Suite 10, Concord, NH 03301-2429

***** Because this application requires original signatures, electronic copies will not be accepted. *****

CONTACT INFORMATION

| | | | | |
|---|-----------------------------|-----------------------------|------------------|------------|
| APPLICANT | Business/Entity Name | Primary Contact Name | | |
| | | | | |
| Facility Installation Address | Street | City | State | ZIP |
| | | | | |
| Mailing Address (if different from installation address) | Street | City | State | ZIP |
| | | | | |
| Phone 1 | | Phone 2 | | |
| Email | | | | |
| | | | | |
| SITE OWNER (as shown on tax records/deed), if different than applicant | Business/Entity Name | Primary Contact Name | | |
| | | | | |
| | | | | |
| DEVELOPER, if applicable | Business/Entity Name | Primary Contact Name | | |
| | | | | |
| Mailing Address | Street | City | State | ZIP |
| | | | | |
| Phone 1 | | Phone 2 | | |
| Email | | | | |
| | | | | |
| INSTALLER | Business/Entity Name | Primary Contact Name | License # | |
| | | | | |
| Mailing Address | Street | City | State | ZIP |
| | | | | |
| Phone 1 | | Phone 2 | | |
| Email | | | | |
| | | | | |
| ELECTRICIAN | Business/Entity Name | Electrician Name | License # | |
| | | | | |
| Mailing Address | Street | City | State | ZIP |
| | | | | |
| Phone | | Email | | |

CERTIFICATION OF TERMS AND CONDITIONS

The Applicant and the Installer each must initial every term and condition to certify that this project will comply with the specified requirements. By initialing the box, the applicant and installer understand and agree to the following program terms and conditions, as discussed in more detail in Order No. 25,878 in Docket No. DE 10-212.

| Item No. | TERMS AND CONDITIONS | DESCRIPTION | APPLICANT INITIALS | INSTALLER INITIALS |
|---|------------------------------------|--|--------------------|--------------------|
| General Eligibility Criteria | | | | |
| 1. | Maximum System Capacity | The system capacity is greater than 100 kilowatts AC and less than or equal to 500 kW AC. (The system capacity is based on the total capacity of the project as evidenced by interconnection application(s) submitted to utility.) | | |
| 2. | Facility Eligibility | <p>The facility meets the following program eligibility requirements:</p> <ul style="list-style-type: none"> • The facility is not located on or connected to a residential structure. • The facility is located on and connected to a non-residential structure with a commercial meter and rate class, or on or connected to a multi-family residence of three or more units, where the system will serve the residential units in the building. • The facility may be a ground mount system. • Home-based businesses are not eligible for an incentive. • The facility has been or will be installed and become operational on or after May 6, 2016. • The facility will be located on or at the applicant's site or the host building or landowner's site in New Hampshire. • The facility does not qualify for a rebate under the residential incentive program. • The facility is considered to be a new system and not an expansion. The PV system will be connected to an electric meter to which no other PV system is already connected. | | |
| 3. | Applicant Eligibility | <ul style="list-style-type: none"> • The applicant or the end-use customer to be served by the system is interconnected to a provider of electricity, pursuant to Puc 2508.03. The applicant or end-use customer to be served by the system is not a customer of a municipal electric utility. • The applicant is the owner of the system. | | |
| Terms and Conditions Requiring Documentation at Step 1 | | | | |
| 4. | Electric Meter Type and Rate Class | <p>Documentation is attached demonstrating that the PV system will be connected to a commercial meter with a commercial rate class on a non-residential structure:</p> <ul style="list-style-type: none"> • For existing service, the meter and rate class have been in place for at least 12 months prior to the date of Step 1 application submittal. (For existing service, a copy of the most current electric bill and the electric bill from 12 months prior to the Step 1 application date is attached.) • For new structures and new meters, the documentation demonstrates that the predominant use of the structure and property will be commercial. • Commercial meter and rate class must be maintained for at least 12 months after system installation. • A residential meter and rate class is permitted only for a multi-family residence of three or more units, if the system will serve the residential units in the building. | | |
| 5. | Interconnection Application for PV | A copy of the interconnection application(s) (and any amendments or supplements) as submitted to the utility is attached. The maximum output power capacity and other features of the project described in the interconnection application match the facility described herein. | | |
| 6. | Photo of Site | Google Earth image or similar aerial photo of installation site is attached, or if an aerial photo not available, then panoramic photos of the horizon are attached. | | |

| Item No. | TERMS AND CONDITIONS | DESCRIPTION | APPLICANT INITIALS | INSTALLER INITIALS |
|---|--|--|--------------------|--------------------|
| Terms and Conditions <i>Requiring Documentation Upon Request</i> | | | | |
| 7. | Maximum Incentive in Combination with Other Incentives | The incentive applied for, in combination with other incentives received or expected to be received from the utility or other programs, including other local, state or federal programs, and federal corporate tax depreciation (MACRS), tax credits (ITC, PTC), and tax exemptions, will not exceed 100% of the total cost of the system. | | |
| 8. | Power Purchase Agreement for PV | If the name on the electric bill and the applicant name are different, then the applicant and the electric customer have executed a power purchase agreement. | | |
| 9. | Shading Analysis | Shading analysis has been conducted to determine the system shading losses using one of the following: <ul style="list-style-type: none"> • Solar Pathfinder • Solmetric • Other model that is generally accepted by the industry and approved by NHPUC Sustainable Energy Division. | | |
| 10. | Energy Modeling for PV | Energy modeling has been conducted to demonstrate that the actual estimated generation is greater than 80% of optimal estimated generation as shown by one of the following energy modeling options: <ul style="list-style-type: none"> • Option 1 – PV Watts for both optimal and actual <ul style="list-style-type: none"> ○ For Optimal, assume tilt of 35°; azimuth of 180°; AC to DC ratio = DC capacity/AC capacity; and system losses of 14%. ○ For actual, use the same assumptions as optimal except use actual tilt and azimuth and system losses = $100\% - \{1 - [0.14 \times (1 - \text{shading losses}(\%)/100)]\}$ • Option 2 – Solar Pathfinder for both ideal (optimal) and actual. Assume ideal (optimal) is tilt of 35°; azimuth of 180°. • Other options – Models and assumptions that are generally accepted by the industry and approved by NHPUC Sustainable Energy Division | | |
| 11. | Secretary of State Registration | If the applicant, installer, development team member, electrical or plumbing company, or site owner is organized as a business or legal entity, then each such entity is registered and in good standing with the NH Secretary of State. | | |
| 12. | PV Panel Certification | The PV panels are certified by a nationally-recognized testing laboratory as meeting the requirements of UL 1703. | | |
| 13. | Inverter Certification | The inverters comply with IEEE 1547 and UL 1741. | | |
| 14. | Lease agreement | If the owner of the site is not the applicant, then the applicant has been given authorization through a lease agreement with the site owner to install the system on the site, or, if the building/land owner is a governmental entity, in another authorizing document. | | |
| 15. | Energy Audit/Energy Benchmarking | The applicant has been provided and reviewed detailed energy efficiency information available through the NHSaves program website. | | |
| 16. | Labor Warranty | The installation contract includes a five year labor warranty for the installation of the system. | | |
| 17. | Installation Contract Term Regarding Final Payment | The installation contract includes a provision that requires <ol style="list-style-type: none"> 1) final payment of an amount equal to the approved rebate to be deferred until after the applicant receives the incentive payment, or 2) binding obligation of the installer to refund to the applicant an amount equal to the approved rebate if the rebate is not paid because of non-compliance with program terms and conditions. | | |
| 18. | System Schematic or Construction Drawing | A system schematic or construction drawing (e.g., electrical one-line diagram for PV) has been prepared. | | |
| 19. | Permits and Approvals | All required permits and approvals, including, if applicable, land use approvals, alteration of terrain, construction, endangered species, wetlands, heritage, preservation, storm water pollution prevention plans, building, electrical, plumbing, site plan, zoning, etc., have been obtained or have been applied for. | | |
| 20. | Revenue Grade Production Meter for PV Systems | A revenue grade production meter or equivalent necessary to meet New Hampshire REC eligibility will be installed for all PV systems. | | |

| Item No. | TERMS AND CONDITIONS | DESCRIPTION | APPLICANT INITIALS | INSTALLER INITIALS |
|---|---|--|--------------------|--------------------|
| 21. | Installation Contract (including any amendments and change orders) | The executed installation contract includes the following: <ul style="list-style-type: none"> • Applicant name and installer/development team names and contact information; • Total cost of system; • Payment terms and timing; • Address of facility installation; • Capacity of system (in AC and DC for PV); • 5 year labor warranty; and • Final Payment Terms per Item No. 17. | | |
| 22. | Code and Manufacturer Requirements | The renewable energy facility will comply with all manufacturers' requirements, will be installed according to manufacturer recommendations, and will meet all applicable requirements of the State Building Code pursuant to RSA 155-A:1, IV, including the National Electric Code 2014 and NFPA 101 Life Safety Code. | | |
| 23. | Interconnection Requirements | Interconnection of the renewable energy facility with the utility will comply with the approved interconnection agreement, the Puc 900 Net Metering Rules, if applicable, as well as any applicable tariffs governing interconnection. | | |
| Deadlines and Milestones | | | | |
| 24. | Rebate Approval Expiration | The Step 2 application for the installed, operating, and interconnected (for PV) system must be submitted to the NHPUC no later than 12 months after the date of Step 1 approval. | | |
| 25. | Milestones to Maintain Approval | Project must meet all utility net metering queue milestones to remain approved for a rebate. If a milestone is missed, the applicant's approval will be surrendered, and the reserved rebate amount will be made available for use by other applicants. The applicant can reapply and reenter the queue for review and approval after achieving the missed net metering queue milestone(s). Net metering queue milestones must be met even if the system is not going to be net metered or if it is located in New Hampshire Electric Cooperative service territory. For applicants on a net metering capacity allocation waitlist, milestones will become applicable when the system has been granted a net metering capacity allocation. | | |
| 26. | Extensions of Step 1 Approval Period | <ul style="list-style-type: none"> • Applicant must submit a written extension request at least 15 days prior to the expiration of rebate approval. • Applicant must explain the reason(s) for requesting an extension and show substantial progress throughout the entire approval period (e.g., evidence of active interconnection study, state and local permitting activities, equipment orders, etc.). Delays resulting from avoidable causes or intentional actions will not be considered grounds for extension. | | |
| Terms and Conditions Requiring Documentation at Step 2 | | | | |
| 27. | Final Executed Interconnection Application for PV systems | For PV, a copy of the final executed interconnection application(s), including Exhibit B, will be submitted at Step 2. | | |
| 28. | Photos of Entire PV System | For a PV system, the applicant will submit photos at Step 2 showing the following: <ul style="list-style-type: none"> • All solar panels (so that they can be counted); • All inverters; • The utility meter; and • The revenue grade production meter. | | |
| 29. | Copies of Paid Invoices | At Step 2, the applicant will submit copies of invoices showing payment in full of all system costs, unless amount equal to approved rebate will not be paid until incentive has been paid to applicant. | | |
| 30. | Renewable Energy Certificate (REC) Eligibility and REC Applications | The system must be NH REC eligible, and a complete NH REC application will be submitted to the NH PUC at the same time or prior to Step 2 application submittal. | | |

| Item No. | TERMS AND CONDITIONS | DESCRIPTION | APPLICANT INITIALS | INSTALLER INITIALS |
|---|--------------------------------------|--|--------------------|--------------------|
| General Program Terms and Conditions | | | | |
| 31. | General Program Terms and Conditions | The applicant and installer have read, understand, and agree to the general program terms and conditions listed in Appendix A to this application. | | |

| REQUIRED PERMITS AND APPROVALS | | |
|--|--------------------------|--------------------------|
| Please confirm the permits/approvals that will be required for this project: | Yes | No |
| Building Permit | <input type="checkbox"/> | <input type="checkbox"/> |
| Electrical Permit | <input type="checkbox"/> | <input type="checkbox"/> |
| Zoning Board Approval | <input type="checkbox"/> | <input type="checkbox"/> |
| Planning Board Approval | <input type="checkbox"/> | <input type="checkbox"/> |
| NH Department of Environmental Services Alteration of Terrain Permit | <input type="checkbox"/> | <input type="checkbox"/> |
| NH Department of Environmental Services Wetlands Permit | <input type="checkbox"/> | <input type="checkbox"/> |
| Federal Storm Water Permit (Notice of Intent filed with USEPA under NPDES Construction General Permit) | <input type="checkbox"/> | <input type="checkbox"/> |
| NH Natural Heritage Bureau Review | <input type="checkbox"/> | <input type="checkbox"/> |
| US Fish and Wildlife Endangered Species Review | <input type="checkbox"/> | <input type="checkbox"/> |
| NH Division of Historical Resources Review | <input type="checkbox"/> | <input type="checkbox"/> |
| Notice of Intent to Cut Wood or Timber | <input type="checkbox"/> | <input type="checkbox"/> |
| Other (please list all other required permits and approvals): | <input type="checkbox"/> | <input type="checkbox"/> |
| | | |
| | | |
| | | |

| REQUIRED ATTACHMENTS FOR STEP 1 APPLICATION | |
|--|--|
| ATTACHED | These items (copies) must be attached to this application: |
| <input type="checkbox"/> | For existing electric service, a complete copy of the most recent electric bill and an electric bill from 12 or more months prior to the submittal date of the Step 1 application showing the electric customer name, account number, meter number, and rate class. For new electric service, proof that the predominant use of the new structure will be commercial, and evidence that electric service has been requested. |
| <input type="checkbox"/> | A copy of the Interconnection Application as submitted to the utility for PV. |
| <input type="checkbox"/> | A Google Earth image/aerial photo of the site or panoramic photos of the horizon from the installation site. |

| PROPOSED PHOTOVOLTAIC (PV) SYSTEM INFORMATION | | | | | |
|---|-------|-----------------|--|-------------------------|------------------------------|
| Modules/Panels <i>(Based on manufacturer specification sheets)</i> | | | | | |
| Manufacturer | Model | [A] Quantity | [B] Watts Per Unit (DC) | Total Output [A]x[B] | Total Cost Modules/Panels |
| | | | | | \$ |
| | | | | | |
| | | | | | |
| Inverters <i>(Based on manufacturer specification sheets)</i> | | | | | |
| Manufacturer | Model | [A] Quantity | [B] Watts Per Unit (max AC output) | Total Output [A]x[B] | Total Cost Inverters |
| | | | | | \$ |
| | | | | | |
| | | | | | |
| | | | | | Other Costs |
| Other Equipment (i.e. racking, meters, wire, etc.) | | | | | \$ |
| Site Work | | | | | \$ |
| Labor Costs* | | | | | \$ |
| Other Eligible Costs* | | | | | \$ |
| GRAND TOTAL Eligible Project Costs* | | | | | \$ |
| *Costs for Self-Install Labor and Used Equipment are NOT Eligible Project Costs | | | | | |

| PV INCENTIVE CALCULATION | | |
|--------------------------|---|-----------|
| 1a. | Total PV Capacity (watts AC) | |
| 1b. | Total PV Capacity (watts DC) | |
| 2. | Total PV Capacity (Lesser Capacity of line 1a or 1b) X \$0.55/Watt for applications | \$ |
| 3. | Total Facility Eligible Costs (do not include any self-install labor costs or used equipment costs) | \$ |
| 4. | 25% of Total Facility Costs (25% of Line 3) | \$ |
| 5. | Project Incentive \$ Cap | \$175,000 |
| 6. | Total Requested Incentive (enter line 2 or 4 or 5, whichever is less) | \$ |

| OTHER PV SYSTEM INFORMATION | | | |
|--|--------------------------------------|---|---|
| Facility Mounting: | Roof <input type="checkbox"/> | Ground <input type="checkbox"/> | Pole <input type="checkbox"/> |
| This facility is: | Fixed-mount <input type="checkbox"/> | Single-axis Tracking <input type="checkbox"/> | Dual-axis Tracking <input type="checkbox"/> |
| Electric Meter Number Associated with this System (if the meter number changed within the last 12 months, please list both numbers): | | | |

| | | |
|---|--------------------------|--------------------------|
| Is this project on the utility net metering capacity allocation waitlist? | Yes | No |
| | <input type="checkbox"/> | <input type="checkbox"/> |

DECLARATION OF APPLICANT

The Undersigned applicant declares under penalty of perjury that:

1. The applicant intends to purchase and install the renewable energy facility described in this application, if approved for an incentive;
2. The applicant has read and understands the terms and conditions set forth in this application with attachments and has agreed to abide by those requirements;
3. The information provided in this application is true and correct to the best of his or her knowledge; and
4. The applicant agrees that the facility and documents and certifications supporting the application may be inspected and audited by the Commission or its consultant.

Applicant's Signature
Only one signature needed per entity.

Date

Printed Name of Person Signing

Title

State of: _____

County of: _____

Subscribed and sworn before me this _____ (day) of _____ (month) in the year _____

Notary Public/Justice of the Peace

My Commission Expires: _____

INSTALLER CERTIFICATION

The Undersigned installer declares under penalty of perjury that:

1. The facility and its associated materials will be installed according to generally accepted design and installation principles and practices that best support optimal energy production and lifespan of the facility;
2. The installer has read and understands the terms and conditions set forth in this application with attachments and has agreed to abide by those requirements;
3. The information provided in this application is true and correct to the best of his or her knowledge; and
4. The installer agrees that the facility and documents and certifications supporting the application may be inspected and audited by the Commission or its consultant.

Installer's Signature
Only one signature needed per entity.

Date

Printed Name of Person Signing

Title

Company, if applicable

State of: _____

County of: _____

Subscribed and sworn before me this _____ (day) of _____ (month) in the year _____

Notary Public/Justice of the Peace

My Commission Expires: _____

Appendix A
General Program Terms and Conditions

| Item No. | TERMS AND CONDITIONS | DESCRIPTION |
|----------|--|--|
| 1. | System Cannot be Removed | The system cannot be removed from installation site for at least 10 years. |
| 2. | Rebate Payment | Payment will be made to applicant, after submittal of complete Step 2 application and review by NHPUC, subject to potential full verification and/or on-site system inspection by NHPUC or its authorized third party contractor. |
| 3. | Inspection/Audit | <ul style="list-style-type: none"> NHPUC or NHPUC-authorized third party contractor may inspect and/or audit the project and request performance data for up to 10 years following approval of the Step 2 application and payment of the incentive. If NHPUC determines that the applicant or system has violated any program terms or conditions that cannot be corrected or reconciled, as applicable, then the applicant will be required to repay the rebate, and the project will not be eligible for a program incentive. Any facility funded under this program is subject to inspection and monitoring by the Commission, the State Fire Marshall, local code authorities, or their agents, for program and code compliance and performance, in addition to any monitoring prescribed in an interconnection agreement between the utility and the owner of the facility. |
| 4. | Installer/Electrician/Development Team Suspension or Debarment | Installer/Electrician/Development Team may be suspended or debarred from submission of any or some number of rebate applications, if found to have violated material program terms, performed poor quality installation, installed substandard equipment, or made material misrepresentations in applications. Suspension or debarment to be in effect for a specified number of months or years, depending on severity of violations found. |
| 5. | Transfer of Funds Between C&I Program Categories | The Commission may evaluate Category 1 and Category 2 funds on a quarterly basis or as necessary to determine if any funds should be transferred between the two categories. |
| 6. | Step 1 and Step 2 Applications | The Step 1 application does not constitute the complete incentive application. The applicant must also complete a Step 2 application upon facility installation, interconnection (for electric facilities), and facility operation and meet all the terms and conditions of the program in order to receive the incentive payment |
| 7. | Availability of Funds | Incentives are subject to the availability of funds received by the Commission under RSA 362-F and appropriated by the legislature. |
| 8. | Order of Application Processing | Each application will have a queue position for processing based on the order in which it was received except as otherwise determined through the initial lottery process and related waitlist provisions. Applications that are not complete when submitted will maintain their initial queue positions only if the applicant provides additional information required to complete the application within five business days of written or e-mail request from Commission staff of such additional information. Applications that are complete but require further clarification or explanation will maintain their queue positions only if the applicant provides the required clarification and explanation within ten business days of written or e-mail request from Commission staff for such clarification and explanation. Applications that meet all program requirements will be approved for incentive payments subject to timely submission of a completed Step 2 application that is consistent in all material respects with the approved Step 1 application. If the applicant submits a Step 2 application that is not consistent in all material respects with the approved Step 1 application, then the applicant may be eligible to receive an incentive payment based on the lower of either the project described in the approved Step 1 application or the project described in the Step 2 application. |
| 9. | C&I Solar Rebate Program Waitlist | Once all allocated funds are reserved, applications will be placed on a waitlist based on their queue position. Applications on the waitlist will not be processed or reviewed until funding is available. There is no guarantee that any funding will be available for waitlisted applications. |
| 10. | Confidentiality Requests | If an applicant believes that any information submitted in connection with its application for an incentive payment contains confidential, commercial, or financial information that should be afforded confidential treatment by the Commission, then the applicant must request such confidential treatment in writing. Social security number(s), taxpayer ID numbers (TIN), and employer ID numbers (EIN) will remain confidential to the extent permitted under the NH Right-to-Know law, RSA 91-A. |
| 11. | Tax Treatment of Incentive Payment | Any incentive payment received under this program may be treated as taxable income by the Internal Revenue Service. It is the responsibility of the recipient of the incentive payment to consult with his, her or its tax advisor to determine the correct tax treatment of these payments. Applicants who do not provide their Federal Taxpayer ID, Employer ID, or Social Security Number, as applicable, on the Step 2 application will not be eligible to receive the incentive payment. |
| 12. | Program Modification and Clarifications | The Commission reserves the right to modify or clarify approved program terms, conditions, or technical requirements when it is deemed to be in the public interest. A history of the program initial terms and conditions and subsequent modifications and clarifications can be found in Commission Docket No. DE 10-212 (http://www.puc.nh.gov/Regulatory/Docketbk/2010/10-212.html). |
| 13. | Rejection of Application and Removal from Queue | Incomplete, inaccurate, ineligible, or illegible applications will be rejected and removed from the application queue, and the applicant will be notified of such action. |